

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: SUPERVISING TRANSPORTATION ENGINEER, CALTRANS

POSITION TITLE: **DISTRICT LIAISON**

SALARY: \$8955 - \$9878

LOCATION: **HEADQUARTERS - SACRAMENTO**

FINAL FILING DATE: JULY 8, 2010

DUTIES/RESPONSIBILITIES

Under the general direction of the Assistant Division Chief (Principal Transportation Engineer), Division of Traffic Operations, the incumbent has dual responsibility of being the Headquarters Traffic Operations ambassador to the districts, and the district's advocate to Headquarters Traffic Operations on all traffic operations and highway safety issues, policies, practices, and methods. The incumbent's time is dedicated to statewide policy and project issues within the Department as well as with other agencies related to Traffic Operations and highway safety. The incumbent maintains a high degree of two-way communications regarding Traffic Operations policies and programs for all types of projects, reports and studies. Responsibilities include, but are not limited to:

• Ensures consistent and uniform application of statewide policies, standards, procedures, guidelines and practices. Establishes effective working relationships with all district staff.

- Keeps the Division informed of significant problems and issues that arise in the districts, and proposed potential areas for improvement.
- Approves deviations from traffic operations and highway safety standards, policies and practices proposed by the districts.
- Advises District Directors and staff of statewide implications of district proposals, provides interpretation and clarification of Headquarters instructions, policies, standards and practices, as well as assists the district in resolving issues.
- Delegates authority has been given to the incumbent by the Division Chief, Traffic Operations to approve project studies, reports, and traffic related issues on plans and specifications.
- Counsels the Districts on division policy and meeting statewide objectives, and collaborates with division managers on required actions needed to comply with policy and achieve objectives.
- Provides advice and guidance to the Division in establishing and improving statewide policies, standards, procedures, guidelines and practices.
- Provides independent advice, recommendations, briefings and reports to Executive Management on traffic operations and highway safety issues.
- Serves as the principal division resource to evaluate and help improve district performance in the traffic operations related aspects of project development.
- Serves as the principal division contact with the Federal Highways Administration (FHWA) on traffic operations and highway safety issues.
- Works closely with district reviewers from the Divisions' of Environmental, Design, Maintenance, Construction, and Project Management as appropriate to expedite project decisions and involve other Headquarters functional units as necessary.
- Provides expert technical advice and assistance to the districts.
- Participates in project operational reviews, safety reviews, and maintain major involvement in all phases of traffic related projects.
- Provides advice and assistance to the Division which includes preparing special reports, correspondence, issue papers and briefing reports for the public, Legislature, FHWA and management, attending public hearings or sending a substitute, and providing analysis and review as required of proposed State Transportation Improvement Program (STIP) and State Highway Operation and Protection Program (SHOPP) projects.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. and

Either I

Experience: One year of transportation engineering experience as a senior level engineer in the California state service.

Or II

One year of supervisory or managerial experience equivalent in level to a Senior Transportation Planner in the California state service. and

Two years of civil engineering work at the Associate Engineer level or higher in the California state service.

Or III

Broad and extensive (more than five years) transportation engineering experience, two years of which are equivalent in responsibility to the senior level engineer in the California state service.

KNOWLEDGE AND ABILITIES

Knowledge of: Various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision; Department's equal employment opportunity and labor relations objectives; a manager's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

Ability to: Administer an engineering program; plan and direct the work of others; judge work quality and performance; prepare technical correspondence and complete, comprehensive reports; prepare articles for publication; address an audience effectively; analyze situations accurately and adopt an effective course of action; communicate effectively; effectively contribute to the Department's safety, health, equal employment opportunity and labor relations objectives.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated ability to initiate, develop and maintain internal and external partnerships with industry, federal/state/local agencies, and interest groups.
- Demonstrated ability to lead or serve on cross-functional statewide internal and external teams to examine existing policy, and seek new and more effective methods of conducting business, and providing interpretation and clarification of policies, standards and practices.
- Demonstrated ability to effectively communicate both orally and in writing, with all levels of the Department including directorate, management and staff within the Department, and externals.
- Demonstrated ability to understand, analyze, negotiate, persuade and to make clear, simple and convincing presentations in formal settings to address and resolve a variety of internal and external politically sensitive issues and prepare documents for developing and ongoing complex issues
- Demonstrated ability to respond quickly to unpredictable events, take appropriate action, and develop proactive and innovative solutions.
- Demonstrated knowledge of state, federal, and local laws and regulations applicable to the Department.
- Demonstrated ability to serve as a liaison and the districts in providing interpretation and clarification of specific instructions, policies, standards and practices.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678) that includes civil service titles and dates of
 experience. The application should specify the classification; position title and the MSP
 number 10MSP18.
- No faxed or emailed applications will be accepted.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.
- Resumes are optional and do not take the place of the Statement of Qualifications.
- Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).

State application and Statement of Qualifications must be received or postmarked by the final file date of **JULY 8, 2010.** Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

Department of Transportation ATTN: Liz Ochoa (10MSP18) 1727 30th Street, MS-86 Sacramento, CA 95816

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to Liz Ochoa at (916) 227-7466.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TTY users may contact the California Relay Service TTY line at 1-800-735-2929, the Voice line at 1-800-735-2922, or the Exams TTY line at (916) 227-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.